

Supply Clerk

Operational Support Assistant

Secretary (T)

Secretary

Communication & Records Management Clerk

FSN#2009/53

Supply Clerk

OPEN TO: All Interested Candidates

POSITION: Supply Clerk, FSN-6; FP-8

OPENING DATE: April 3, 2009

CLOSING DATE: April 16, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk in its General Services Office/ Property & Supply located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for maintaining a \$9.55 million account with holdings of approximately 32,400 items. Furniture, furnishings, appliances and equipment (FFAE) are stocked to accommodate +/-300 residences, housing families from 17 different U.S. Government agencies. The incumbent is responsible for all U.S. Government property in residences assigned to him/her (approximately 75 units), maintaining correct automated inventories and preparing monthly, quarterly and annual reports, as required by post officials and the Department of State.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years' general work experience; (3) Level III (Good working knowledge) speaking/ reading/writing English and Thai; (4) Ability to work with diverse elements of American mission personnel; (5) Ability to operate computer.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 16, 2009

FSN#2009/55

Operational Support Assistant

OPEN TO: All Interested Candidates

POSITION: Operational Support Assistant, FSN-5; FP-9

OPENING DATE: April 3, 2009

CLOSING DATE: April 16, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Operational Support Assistant in its U.S. Secret Service office located in Bangkok.

BASIC FUNCTION OF POSITION:

Drives head of agency and VIP official visitors. Office courier of official document and contraband to/from police Headquarters and banks in a safe and timely manner. Ensure vehicles and property maintained. Assists Special Agents and Thai Investigator on criminal cases.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school (Mattayom 6 or equivalent); (2) At least three years experience as a chauffeur together with some office experience; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must be familiar with various routes and traffic patterns to these destinations; (5) Must have basic knowledge of technical equipment such as video surveillance equipment, camera and ability to deal with VIP's, Thai Government personnel and public in general with tact; (6) Must have a valid driving license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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PLEASE ATTACH A COPY OF TRANSCRIPT

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CLOSING DATE FOR THE POSITION: April 16, 2009

FSN#2009/50 (T)

Secretary

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Secretary, FSN-5 (Trainee)

OPENING DATE: March 27, 2009

CLOSING DATE: April 9, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International

BASIC FUNCTION OF POSITION:

The incumbent will assist the Administrative Assistant with GVP Office Management & Administrative Support Services in providing various clerical and secretarial supports to the team. Main duties include of travel arrangement, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, filing, maintaining day-to-day contact and program interaction with partners and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US Embassies and other US government agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor Degree in Business, Public Administration, International Development, Arts/Liberal Arts or Social Science is required; (2) A minimum of one year experience of progressively in secretarial/administrative management with at least six months as a secretary/administrative assistant to a middle or Executive level are required; (3) Level III (Good general working experience) speaking/reading/writing in English and Thai are required; (4) Must demonstrate proficiency in using computer program and typing various correspondence formats; (5) Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: April 9, 2009

FSN#2009/50

Secretary

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Secretary, FSN-6

OPENING DATE: March 27, 2009

CLOSING DATE: April 9, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development / Governance and Vulnerable Populations Office (GVP), located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent will assist the Administrative Assistant with GVP Office Management & Administrative Support Services in providing various clerical and secretarial supports to the team. Main duties include of travel arrangement, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, filing, maintaining day-to-day contact and program interaction with partners and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US Embassies and other US government agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor Degree in Business, Public Administration, International Development, Arts/Liberal Arts or Social Science is required; (2) A minimum of two years experience of progressively in secretarial/administrative management with at least one year as a secretary/administrative assistant to a middle or Executive level are required; (3) Level III (Good general working experience) speaking/reading/writing in English and Thai are required; (4) Must demonstrate proficiency in using computer program and typing various correspondence formats; (5) Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: April 9, 2009

FSN#2009/51

Communication & Records Management Clerk

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Communication & Records Management Clerk, FSN-4

OPENING DATE: March 27, 2009

CLOSING DATE: April 9, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the Communication & Records Management Clerk position in the U.S. Agency for International Development / Executive Office (EXO), located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for performing routine clerical duties mainly involving files and records management, administrative and mailing support for the Executive Office (EXO). S/he will classify code, organize, and maintain official office files, which include but are not limited to personnel records, travel files, memoranda, cables, procurement files and other office records according to the established system and in compliance with the USG filing/records management requirements. The incumbent is required to provide administrative and mailing support to EXO such as assembling documents, handling building pass card, typing, hand carrying/picking up and distributing mail/documents/courier deliveries, backing up receptionist and assisting EXO team member as assigned.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent) in the field of secretarial, commercial, business administration, accounting, information technology, social or arts is required; (2) At least six months in clerical or secretarial experience are required; (3) Level III (Good general working experience) speaking/reading/writing in English and Thai are required; (4) Must demonstrate proficiency in using computer program and typing various correspondence formats; (5) Must possess excellent communication and interpersonal skills.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: April 9, 2009
